

## II. Filing an Application

### A. General

An application for a specific license for use of radioactive material in the form of sealed sources in fixed devices should be submitted on NRH Form 5 (Appendix A), "Application For Radioactive Materials License" and Appendix B "Supporting Information Requested in Items 4 through 14 of NRH Form 5." Appendix D is a checklist for the applicant to ensure completeness of their submittal. Each section of the checklist refers to a number on the application (Appendix A). More detailed information about each item can be found in Part III of this guide.

The applicant should do the following:

- Be sure to use the most recent guidance in preparing an application.
- Complete Appendix A Items 1 through 3 and 15, on the form itself and items 4 through 14 should be completed on Appendix B.
- In addition to Appendix A and B each application will need to include the following Appendixes or alternative procedures:
  - Appendix E "Duties and Responsibilities of the Radiation Safety Officer"
  - Appendix F "Operating and Emergency Procedures"
  - Appendix G "Model Facility Diagram."
- If other supplemental pages are submitted with the application, identify and key them to the item number on the application or the topic to which it refers.
- Identify each supplementary page with applicants name and license number (if a renewal), item number which it relates to on Appendix B, page number and application date.
- Submit all documents, typed, on 8-1/2 x 11 inch paper.
- Avoid submitting proprietary information unless it is absolutely necessary.
- Submit an original, signed application and if possible a electronic copy on a diskette or CD.
- Retain one copy of the license application and attachments for future reference. When issued, the license will require that radioactive material be possessed and used in accordance with statements, representations and procedures provided in the application and supporting documentation.

All license applications are public information. If it is necessary to submit proprietary information, please contact the Agency for specific information. Employee personal information, i.e., home address, home telephone number, social security number, date of birth, radiation dose<sup>1</sup> information, should not be submitted unless specifically requested by the Agency.

---

<sup>1</sup> In this document, dose or radiation dose is used as defined in 180 NAC 1-002, i.e., a generic term that means absorbed dose, dose equivalent, effective dose equivalent, committed dose equivalent, committed effective dose equivalent, or total effective dose equivalent. These latter terms are also defined in 180 NAC 1-002.

Mail the original application with all attachments to:

Nebraska Health and Human Services Regulation and Licensure  
Radioactive Materials Program  
301 Centennial Mall South  
P.O. Box 95007  
Lincoln, NE 68509.

## **B. License Fees**

The following fees are assessed:

**Application fee:** A non-refundable fee for processing the license application. The amount is dependent on the category of license the applicant is seeking. Refer to 180 NAC 18-005.05, item 31.c. the application fees. Review of the application will not begin until the proper fee is received by the department. Once technical review has begun, no fees will be refunded; application fees will be charged regardless of the Agency's disposition of an application or the withdrawal of an application. An application fee is also required to process an application for a new license replacing an existing license due to a change of ownership.

**Annual fee:** An annual fee covers department costs for administration of the materials licensing program. The amount is dependent on the license category. Refer to 180 NAC 18-005.05, item 22. Annual fees are due within 30 days of issuance of the new license; an invoice for this fee is included with the cover letter accompanying a new license.

**Note:** Fees are not charged for license renewals, amendment requests, routine inspections, license terminations, or requests for regulatory information (except for document copying costs).

Please make check or money order payable to “**Nebraska Department of Health and Human Services Regulation and Licensure.**”

Direct all questions about the Agency's fees to the Radioactive Materials Program in the Nebraska Department of Health and Human Services Regulation and Licensure, Radioactive Materials Program.